

WebIntelligence Account Application
UNH Student or UNH Graduate School Reporting

Please fax completed form to 862-4778, or mail to: Management Reporting Team, ECG, 1 Leavitt Lane

I. Applicant information: *(please print clearly)*

Full Name	Department & Address	
Date of Birth	Email Address	
Title	Office Phone #	Campus

II. Reporting Area:

I request WebIntelligence reporting access to: *(check all that apply)*

UNH Student Reporting (primarily undergraduate student data)

UNH Graduate School Reporting (primarily graduate student data)

III. Account Types:

There are two types of accounts, Report reader and Report creator.

- Report readers run centrally supported reports created and tested by the Management Reporting team. After attending a two-hour training, readers have access to run a variety of corporate reports.
- Report creators, in addition to running reports, can develop reports. Learning to create reports can be time-intensive. After attending Accessing Reports training, you must attend a Creating Reports class. Additional time after class is necessary to become proficient. Creators are responsible for validating report results by comparing with other sources (e.g., Banner; hardcopy files). Before requesting creator access please review the available centrally supported reports, as a report may exist that meets your department's needs.

I request the following WebIntelligence access level:

Report Reader.

Report Creator. My business need for Creator access: _____

IV. Training:

Note: WebIntelligence usernames/passwords are provided at training

Report Readers:

- UNH Graduate School: you will be contacted regarding training.
- UNH Student: register for "WebI: Accessing UNH Student Reports" at <http://cistraining.unh.edu>.

Report Creators:

- UNH Graduate School: The Management Reporting (MR) team & UNH Graduate School do not currently support end-user access to create Graduate School reports. Any requests for custom Grad School reports should be made directly to the MR team or UNH Graduate School.
- UNH Student: "WebI: Accessing UNH Student Reports" is a prerequisite; also, please register for "WebI: Creating UNH Student Reports" at <http://cistraining.unh.edu/courses>.

V. UNH Student requestors only - Departmental Users:

List all Course Subject codes you are responsible for (i.e. ENGL; NURS):

List all Major codes you are responsible for (i.e. CD03; MK45):

VI. Usage Restrictions:

Administrative computer systems are to be used exclusively for the official business data processing and information needs of the University System of New Hampshire. All other use is prohibited.

Username are issued to University System of New Hampshire staff members upon request by their respective department head. These usernames are to be used only by the staff member to whom the username is assigned, and only for the purpose of performing reporting and administrative data processing within the confines of the staff member's official university duties. Individual usernames will be deactivated by the CIS Help Desk upon notification that the staff member has left the employ of the requesting department.

While every effort is made to limit access to administrative files to those individuals with a "need to know", users may advertently or inadvertently gain access to other data. Individual usernames and file access privileges are issued to staff members with the understanding that they will use the information thus obtained only in the conduct of their official duties, and that no information will be disclosed to other persons who do not have a "need to know."

In addition, access to, and disclosure of, student information is governed by the Family Educational Rights and Privacy Act of 1974 (the 'Buckley Amendment'). By applying for a WebIntelligence student reporting account, staff members are accepting responsibility for knowing and complying with the 'Buckley Amendment.'

VII. Signatures:

1) *Applicant:*

I hereby request an administrative staff username, to be used only by me and under the conditions stated above.

Applicant's Signature

Date

2) *Department head:*

I endorse this request for an administrative account to be used in compliance with the conditions stated above.

This request is for a/an:

___ Additional account

___ Replacement for _____
(Previous employee's name)

Department Head Signature

Print name

Date

Security Manager Use Only:

Student security level: ___01 ___02 ___03 ___04 ___05

Account type: ___Reader ___Creator ___Zabo

Grad School security level: ___01 ___02 ___03

Notes:

Approved by:

Security Manager

Date